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**From:** Stevenson, Allan (DPH)  
**Sent:** Friday, December 02, 2005 12:43 PM  
**To:** Salem, Sharon (DPH); Hanchett, James (DPH)  
**Subject:** FW: New Mailbox for Payroll

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**From:** Cormier, Carol (EHS)  
**Sent:** Thursday, December 01, 2005 3:07 PM  
**To:** Borne, Alan (DPH); Borne, Deborah (DPH); Fausett, Gary (DPH); Jacobsen, Patricia (DPH); Jankauskas, Paul (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Peppe, Joseph (DPH); Pribeck, Kristen (DPH); Ridley, Stephen (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Stevenson, Allan (DPH); Walsh, Paul (DPH); Beck, Ann (DPH); Cochran, Jennifer (DPH); Dooley, Jacqueline (DPH); Hernandez, Rosa (DPH); Izzi, Marcia (DPH); Lancto, Denise (DPH); McGeown, Catherine (DPH); Morrison, Robert (DPH); Shirley, Jean (DPH); Som, Sunna (DPH)  
**Cc:** DPH-DL - MHS-Payroll  
**Subject:** New Mailbox for Payroll

Hi,

In order to ensure that all time sensitive email correspondence (i.e. time adjustments) to Canton get handled efficiently we have established a payroll mailbox. The name of the mailbox is **DPH-DL - MHS-Payroll** and can be accessed from the Global Address List. All staff in the Canton Office have access to this mailbox and therefore eliminates potential problems that may occur if your timekeeper is out of the office. Effective immediately please send e-mail messages to this box instead of sending it directly to the timekeeper. Please include your mail drop number in the subject line. If you have any questions please let me know. Thanks